



# ENVIRONMENTAL MANAGEMENT SYSTEM WEB SITE (EMSWeb)



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Report Documentation Page				Form Approved OMB No. 0704-0188	
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1. REPORT DATE <b>MAY 2009</b>		2. REPORT TYPE		3. DATES COVERED <b>00-00-2009 to 00-00-2009</b>	
4. TITLE AND SUBTITLE <b>Environmental Management System Web Site (EMSWeb)</b>				5a. CONTRACT NUMBER	
				5b. GRANT NUMBER	
				5c. PROGRAM ELEMENT NUMBER	
6. AUTHOR(S)				5d. PROJECT NUMBER	
				5e. TASK NUMBER	
				5f. WORK UNIT NUMBER	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) <b>Naval Facilities Engineering Command, Code 423, 1100 23rd Ave, Port Hueneme, CA, 93043</b>				8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)				10. SPONSOR/MONITOR'S ACRONYM(S)	
				11. SPONSOR/MONITOR'S REPORT NUMBER(S)	
12. DISTRIBUTION/AVAILABILITY STATEMENT <b>Approved for public release; distribution unlimited</b>					
13. SUPPLEMENTARY NOTES <b>Presented at the NDIA Environment, Energy Security &amp; Sustainability (E2S2) Symposium &amp; Exhibition held 4-7 May 2009 in Denver, CO.</b>					
14. ABSTRACT					
15. SUBJECT TERMS					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT <b>Same as Report (SAR)</b>	18. NUMBER OF PAGES <b>14</b>	19a. NAME OF RESPONSIBLE PERSON
a. REPORT <b>unclassified</b>	b. ABSTRACT <b>unclassified</b>	c. THIS PAGE <b>unclassified</b>			

## Capabilities and Features

- **Support EMS ISO 14001 Implementation.**
- **Maintain EMS:**
  - **Schedule/Record Audits and Inspections**
  - **Assign/Update/Organize Action Items**
  - **Improve communications**
  - **Create Reports**

## EMSWeb Requirements

- **Hosted on EPR Portal.**
- **User registration required (password protected).**
- **CAC Card will be needed for NMCI users.**
- **Contractors are allowed, but they will need a PKI Certificate.**

## Supporting ISO Implementation The 18 Elements

For each 2004 ISO 14001 Element:

- Description of the ISO 14001 Element.
- Guidance on how to use EMSWeb to implement the Element.
- Organize supporting documentation (files, text, links) demonstrating compliance with each Element for auditors.

## Supporting ISO Implementation Creating an Implementation Plan

- The GAP Analysis Worksheet breaks out ISO 14001 into 101 separate criteria.
- For each criteria the activity does not currently meet, a POAM can be created.
- Each POAM contains the actions needed to meet the criteria, completion date and responsible POC.
- The POAMs for each unmet criteria form the Implementation Plan.

## Supporting ISO Implementation EMS Data

- EMS data includes Practice, Location, Equipment/Resource, Aspects (significant and non-significant) and Permits.
- EMSWeb data is relational.
- EMSWeb is Practice-centric.
- Documents (SOPs, checklists, pictures, etc) can be attached to the EMS data.

## Supporting ISO Implementation Other EMS Tools

- Create and track Objectives and Targets.
- Create POAMs to implement O&Ts.
- Organize, upload and/or link to Audits, Communication Logs, Training Records, and Emergency Responses.
- Create and track Corrective and Preventive Actions (CAPAs).



## Supporting ISO Implementation Documents

- A Document repository where files can be uploaded and shared.
- Documents have control features, including permission levels and version control.
- Files can be shared within the Appropriate Facility, across the Region, or among all Navy activities.

## Support EMS Audits and Inspections

- Group Audits and Inspections can be scheduled and results recorded.
- Inspections can be scheduled for a regular recurrence (e.g., monthly, yearly, etc.)
- After inspections have taken place and been recorded, any deficiencies can be noted and action items assigned to resolve the deficiency.
- CAPAs can be created from existing deficiencies.

## Support EMS Action Items

- Assign actions or tasks and completion dates to personnel.
- Automatic emails for notification, reminders and overdue status can be generated.
- Action Owners have the Action Items placed onto their “My Tasks” list.
- All Action Items are viewable on a Calendar format.

## Support EMS Improve Communications

- Assign and track action items assigned to personnel.
- Share templates, documents, links and messages to all users within your Appropriate Facility, Region, or Navy (dependent upon the proper user permission levels).
- Receive guidance, templates, documents, links and messages from CNO.

## Support EMS Reports

- Pre-made (canned) reports are available. Examples include:
  - Supporting information for the IAP report.
  - List of deficiencies.
  - View scheduled inspections and audits.
- All reports can be exported into Excel.

## Training to use EMSWeb

User Training will be available in a variety of ways on the web site, including:

- Downloadable User's Guide.
- Help sections on each web page.
- Pre-recorded training sessions (audio and video) that the user can view at any time.

# QUESTIONS?